2000 Civil Engineer Unit Education & Training Manager Workshop

Communicating Training

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HQ Air Force Civil Engineer Support Agency
Providing the best tools, practices, and professional support to maximize Air Force Civil Engineer Capabilities in base and contingency operations

Introduction

The Unit Education &Training Manager is the hub of a unit's training program. Communication is the key to a well tuned program.

Overview

- **Maintaining the Health of a Training Program**
- **New Comers Briefings**
- **Staff Assistance Visits**
- **Section Rep Meetings**
- **Commanders Calls**
- **Commander’s Update**
- **MAJCOM Training Manager’s**

Maintaining the Health of a Unit's Training Program

- Use of metrics
- Supplemental aides
  - Newsletters
  - Incentive Programs

New Comers Briefings

- Communicate the commander's policies
- Summarize the roles of all key players
- Highlight trainee's responsibilities
- Get feedback on formal (schoolhouse) training
- Provide feedback to school house

Staff Assistance Visits

- Emphasize “ASSISTANCE”
- Check on key health indicators.

  Example:

  - Core Task completion
  - Task Coverage
- Chat with trainees
- View active training (outside the shop)
- Your participation will go a long way

Section Rep Meetings

- Keep them short but effective
- Highlight health indicators
- Collect feedback on shop's needs
- Update plans, goals, visions & strategies for improving unit training
- Invite senior craftsmen

Commanders Calls

- Important for the program's visibility
- Important for interest- "billboarding" training
- Great place to reward individuals & teams who demonstrate favorable initiatives
- Bad place to "slam" weak shops or individuals; however, overall

Commander's Update

- Meet monthly with the commander, whether or not you work for him or her
- Set meetings before commander's call
- Be candid about healthy and unhealthy areas
- Be prepared with detailed solutions, facts & figures
- Keep commander abreast of where you are in "his/her" vision
- If CC is new, recommend reading *The*

MAJCOM Training Manager's Updates

- Communicate health with "good" metrics:
  - Brief
  - Simple to read & understand
  - Concise snapshot of the unit's health

Summary

- Maintaining a Healthy Unit Training Program
- New Comers Briefings
- Staff Assistance Visits
- Section Rep Meetings
- Commanders Calls
- Commander's Update
- MAJCOM Training Manager's Updates

Questions